



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

# Memorandum

Subject: **INFORMATION:** Travel Charge Card  
Reports

Date: DEC 31 2002

From: Director, Office of Financial  
Management, AFM-1

Reply to  
Attn. of:

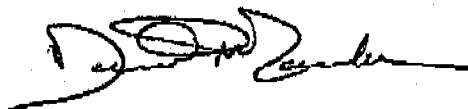
To: Accounting Managers

We intend to ask your travel charge card coordinators to provide monthly delinquency reports on employees in pre-suspension, pre-cancellation, suspension, and cancellation categories. Managers should use these reports to strengthen internal controls and reduce the agency's delinquency levels.

We need an accurate list of employees in the program to work on this problem. Please have your travel charge card coordinators clean up their list of employees with travel charge cards to ensure that each coordinator has a complete list of employees in the program and that employees who have moved from your office are no longer maintained on your list.

- When an employee moves from one FAA location to another, the coordinator at the losing facility should complete and submit a Government Purchase or Travel Card Maintenance Form to change the employee to the new location. The coordinator should not close the account. The losing coordinator should inform the coordinator at the new location of the change.
- When an employee retires, leaves the agency, or dies, the losing coordinator should complete and submit a Government Purchase or Travel Card Maintenance Form to tell Citibank to close the account, giving the reasons why. The coordinator should get the card from the employee.

We will provide additional guidance to travel charge card coordinators in early January. If you or your coordinators have questions on this issue, please contact Marion Isaac, National Travel Charge Card coordinator, at 202-267-7052.



David M. Zavada